



FY22 Performance Management Cycle Timeline

The following timeline is a full performance management cycle timeline for all Montgomery County employees excluding *MLS, PLS and GSS Longevity*. The Performance Management Timeline is a guide to ensure creation, review, approval and finalization of FY22 performance plans, evaluations and appraisals are completed timely and accurately for all County employees.

	Completed	Deadline	Action	Role
Phase 1: PLAN	<input type="checkbox"/>	Jul 1, 2021	OHR opens performance plans in Oracle WPM	OHR WPM Plan Administrator
	<input type="checkbox"/>	Jul 1, 2021	Begin the creation of employees' performance plans for the fiscal year: <i>goals, objectives and development plans</i>	Supervisor Employee
	<input type="checkbox"/>	Aug 14, 2021	Confirm and establish employee performance plans: <ul style="list-style-type: none"><li>Non-Bargaining Unit (NBU) employees' plans in Oracle WPM and/or;</li><li>Paper Performance Planning and Evaluation (PPE) forms for Bargaining Unit (BU) employees</li></ul>	Supervisor
	<input type="checkbox"/>	*No later than 10 days after plan is established	Provide employee with a copy of the signed/electronic performance plan	Supervisor
	<input type="checkbox"/>	Aug 16, 2021	<ul style="list-style-type: none"><li>Generate Performance Plans and Appraisal Status Monitor Reports</li><li>Ensure employee WPM performance plans and paper PPE forms are created</li></ul>	HR Liaison
Phase 2: DEVELOP	<input type="checkbox"/>	Feb 25, 2022	Schedule, conduct and document mid-year progress discussions with employees	Supervisor
			Document, sign and date mid-year progress discussion forms (electronic appraisals are date-stamped when routed)	Employee
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none"><li>Provide and/or solicit feedback from your supervisor on your performance</li><li>Discuss training and career development opportunities with your supervisor</li></ul>	Employee
			Conduct frequent performance coaching sessions throughout the year with your employees	Supervisor
Phase 3: EVALUATE	<input type="checkbox"/>	Jun 1, 2022	Document and provide performance accomplishments to your supervisor on your online appraisal or paper PPE form	Employee
	<input type="checkbox"/>	**Jun 30, 2022	<ul style="list-style-type: none"><li>Enter performance appraisal ratings and comments online (WPM) and paper (PPE)</li><li>Employee enters final overall rating comments (<b>optional</b>) in Oracle WPM or paper PPE form</li><li>Share and gain final approval from Reviewing Official</li></ul>	Supervisor Employee Reviewing Official
	<input type="checkbox"/>	***Jul 29, 2022	Finalize all (with signature and/or electronic date stamp) performance evaluations.	Supervisor Employee Reviewing Official
	<input type="checkbox"/>	****August 8, 2022	<ul style="list-style-type: none"><li>Generate Performance Planning and Appraisal Status Monitor reports</li><li>Ensure all employee evaluations are completed in WPM and on paper PPE forms</li><li>Generate copies of completed departmental appraisals for recordkeeping</li><li>Submit paper PPE forms to Core HR/Records Management utilizing new evaluation submittal process</li></ul>	HR Liaison

- NOTES:**
- \*Performance plans are date-stamped in Oracle WPM.
  - \*\*Supervisors must send online performance evaluations to employee for final overall rating comments before sending evaluations electronically to Reviewing Officials for approval.
  - \*\*\*Performance plans/evaluations are completed when the Reviewing Official finalizes in the system or signs the paper performance evaluation forms.
  - \*\*\*\* HR Liaisons should generate copies of the finalized appraisals for departmental recordkeeping.

WPM Tools and Resources

Visit [Performance Management Resources](#) and [WPM System Training Materials](#) for available online resources including policies and procedures, forms and guidelines.

Questions

Your department HR Liaison is your first point of contact for performance management questions. If you have additional questions, please contact the Performance Management team at [Performance.Matters@montgomerycountymd.gov](mailto:Performance.Matters@montgomerycountymd.gov).